

Program Data Sheet

Name of Event National Library Week – Open House			Pilot Program
			Revised program
		x	Repeat Program
Date: 4 April 2006		Day of Week: Tuesday	
Location: Ft Monroe Library		Information Phone #: 788-3597	
Program Coordinator: Shirley Lindsay		Time: 11:00 a.m.-1:00 pm	
Phone #: 788-3597		Price: \$133.12	
Fax #: 788-2931		e-mail Address: Shirley.Lindsay@monroe.army.mil	
Purpose of the Event: Celebrate National Library Week			
Indicator/Measure of Success: Excellent attendance			
After Action Report (AAR) Comments from Prior Event(s): 			

Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
Lisa Diddlemeyer	Publicity	3296		Lisa.Diddlemeyer@monroe.army.mil	
	Equipment				
Shirley Lindsay	Supplies	3597	2931	Shirley.Lindsay@monroe.army.mil	
	Audio/video				
Shirley Lindsay	Decorations	3597	2931	Shirley.Lindsay@monroe.army.mil	
Shirley Lindsay	Food & Beverages	3597	2931	Shirley.Lindsay@monroe.army.mil	
Shirley Lindsay	Procurement	3597	2931	Shirley.Lindsay@monroe.army.mil	
Library Staff	Set-up / Clean-up				
Ronald Finchum	Other: Door prizes	3302		Ronald.Finchum@monroe.army.mil	
Arlene Wallace	Arts/Crafts 10% Off Coupons	2728		Arlene.Wallace@monroe.army.mil	

After Action Report

Financial Analysis

Sales:		Notes: Did not get response from sponsorship issue.
COGS:		
Other Revenues:		
Labor:		
Other Expenses:	\$133.12	
NIBD:		

Program Analysis

Attendance: 137	
Indicator/Measure of Success: Excellent Attendance	
Elements to Change:	
Elements to Eliminate:	
Elements to Add:	
Other Comments:	